



ICSEW
General Membership Meeting
September 9, 2003

Welcome

Chair Vicki Rummig convened the meeting at 9:04 a.m. The agenda was reviewed. It was noted that today's meeting was a business meeting and would not have an outside guest speaker.

Vicki also noted a new structure for the meeting. Committee Reports will be given by each chair at the beginning of the meeting. Committee Breakout sessions will be the last item of business for the day. That will allow the committees to vary the length of their breakout sessions and when finished, they can leave.

Introduction of Members

New members, Janice Flaherty, Office of the Attorney General and Wendy Voss, State Auditor's office were welcomed. Following that, each member present introduced themselves with their name, agency and ICSEW Committee.

Committee Reports

The following Committee Reports were given. For further details please see attachment.

Treasurer - Lavenia Marles; Communications - Vicki Rummig on behalf of Lonnie Peterson; Education - Vicki Meyer; Health and Wellness - Debbie Kettlehut; Membership - Mary Briggs; Promotional and Career Opportunities - Julia Ojard; Historian - Kim Starkey; Conference - Pat Delaney and Becky Moore

Meeting Ground Rules Brainstorm Session

Vicki Rummig lead the group in brainstorming meeting ground rules that will be posted at future ICSEW meetings. The results of that session are attached.

Bylaw Amendment Adoption

The bylaw changes that were proposed by the Executive Board were reviewed, amended and adopted by the General Membership. Final copy of the bylaws are attached. The "proposal" document with the rationale for each of the changes proposed will be submitted to the Historian to be made a part of the ICSEW records.

What it means to be a member

The focus of this discussion was two-part. One part was, what it means to be a member and how are members sharing ICSEW information with their agencies.

Represent your agency and bring issues to Committee
Bring ICSEW issues to your agency

Challenges/brainstorm next meeting
Supervisors/Directors need to know what's in it for them
Make Governor look good
Delegate tasks to agency

Training flyer dissemination:

- Email agency distribution
- Notes in daily bulletin/web/intranet
- Email agency executive
- Monday morning briefings (broadcast)
- Agency email sent off hours/no attachments (use link)
- Print flyers and post throughout bldg
- Excerpt-Intranet
- Meet with agency director
- Send training announcements to training directors
- Send to receptionists/please post
- Public email folders
- Get director's confidential secretary the information

Vote on Ad Hoc Committees

The newly adopted bylaws state: "Ad Hoc Committees shall be reviewed annually in September each year to ensure the issues continue to be of importance to state employed women."

Following are the Committees that were reviewed and the outcome of the vote.

Family and Dependent Care

Unanimously voted to abolish.

Health and Wellness Committee

Unanimously voted to retain.

Promotional and Career Opportunities Committee

Unanimously voted to retain.

Take your Daughters and Sons to Work Day

The vote on this Committee was tabled to the November meeting.

Brainstorm ideas for future meeting topics/speakers/workshops

Vicki noted that since we were running out of time, she would like members to send any meeting topic or speaker ideas by e-mail. She will present these at the next meeting.

Two topics that have been proposed are:

- Exercise in determining pay raises
- Speaker on the legislative process

Plus/Delta

Plus:

Humor
Participation
Clarified everything
Liked introductions
Kudos to Vicki to have open meeting
Never been better than Vicki Meyer
for education chair
Like breakouts
Eating together
Like agenda and facilitation
Kindness

Delta

Too many members not present
Room set up
No catering
Missed Governor update
Prefer outcome based agenda

The general membership adjourned and committee breakout sessions were held.

CASH FLOW STATEMENT

For the period of July 1, 2003 through August 31, 2003

Fund Balance as of 06/30/2003 **\$52,213.88**

Revenues

Domestic Violence Workshop \$990.00

Self Defense Workshop \$390.00

Total Revenues for the Period **\$1,380.00**

Expenditures

0001 Administration

Thomas Dedrick \$ 524.60

0003 Communication

DIS-Computer/Telcom Svcs \$ 60.00

0004 Conference

0005 Education

Clan R Jacobs \$ 320.00

0006 Health Wellness

0007 Membership

Bienvenue Café \$ 803.24

Joyce Norris \$ 38.67

Rose Pelegrin \$ 93.07

Sherrie Clark \$ 61.02

0008 PCOC

0009 Take Your Daughter to Work

Total Expenditures for the Period **\$ 1,900.60**

Fund Balance 8/31/2003 **\$51,693.28**

PROJECTED CASH FLOW

For the period of September 1 through October 31, 2003

Fund Balance as of 08/31/2003 **\$51,693.28**

Revenues

Domestic Violence Workshop \$990.00

Self Defense Workshop \$390.00

Total Revenues for the Period **\$1,380.00**

Expenditures

0001 Administration

Vicki Rummig \$ 15.00

0003 Communication

FTE News Magazine \$ 1,019.04

Dreamweaver MX Level I \$ 520.00

(Liz Shaye/Sheryl Gaskell)

0004 Conference

0005 Education

Clan R Jacobs \$ 280.00

0006 Health Wellness

0007 Membership

0008 PCOC

0009 Take Your Daughter to Work

Total Expenditures for the Period **\$ 1,834.04**

Fund Balance 8/31/2003 **\$51,239.24**

**Committee Reports Given at the
September 9, 2003 ICSEW General Membership Meeting**

Treasurer - Lavenia Marles

Projected Budget

Everyone reviewed two handouts of budget projections

Communications - Vicki Rummig on behalf of Lonnie Peterson

Sheryl Gaskell and Liz Shay are learning new software and receiving training how to manage web site. The committee continues efforts on the InterAct for the Woman Leaders and Spotlight Article series.

Education/Vicki Meyer

We will be coordinating the following training:

9/11/03 - Kathy Bote' (Succeeding during times of drastic change). About 42 employees currently enrolled to attend. Location changed from DNR to the Washington State Investment Board across from the Thurston County Courthouse.

9/15/03 - Self Defense training in Yakima. About 35 enrolled to attend.

9/19 - Hope to get flyers out on Workfirst Program Clothing Drive and Domestic Violence Workshop scheduled for 10/17.

10/24 - Again offering Beginning and Intermediate Self Defense classes in conjunction with the Olympia downtown YMCA.

Advanced Self Defense will be offered in January 2004.

Seeking help on the committee, as we are down to four members now.

Health and Wellness - Debbie Kettlehut

The Health & Wellness Committee are going to continue submitting Health & Wellness articles for the Interact and some of the topics are: balancing home & work, time management, nutrition, menopause and alcohol and drug abuse. We are also investigating speakers for the general membership meetings on health & wellness issues.

Membership - Mary Briggs

Thanks to Cindy Craig for inputting membership data. Mary has been busy reconciling the membership list to ensure it is current prior to touching base with members. The committee has been brainstorming ways to increase membership and to encourage participation in ICSEW meetings and events. New committee members are welcome, please join.

Promotional and Career Opportunities - Julia Ojard

The committee is working on networking/mentoring. If you have any ideas for the committee, please send them to Julia.

Historian - Kim Starkey

I look forward to this assignment and appreciate all those that want to help. First order of business for the Historian Committee is to have a sorting party of all the information different members (past and present) have. This will be on Sept 30, 2003 4pm-7pm at Kim Starkey's house: 516 V Street SE, Tumwater, WA 98501 (360)352-7571 or kims@dis.wa.gov If you can come great. After everyone arrives we will be ordering pizza and everyone that wants to partake can throw in \$5

Conference - Pat Delaney and Becky Moore

The conference will be: May 17,18, & 19 2004 at the Ocean Shores Quinault Beach Resort. Rooms are government rate, \$82 per night. Meals are included in the registration. Registration fee is \$199. There are only 150 rooms available, so once you are approved to attend the conference, it is suggested that you reserve your room.

A major fundraiser for the conference is the silent auction. Please be thinking about what you'd like to contribute to the auction now. There's a need for a member with artistic talents to help with the upcoming conference.

Pat and Becky Moore conducted a member survey to get ideas for gift bag items for conference attendees. Top items were:

Umbrellas

Sunshades (*Would the person who suggested this give Pat a call at 902-6793*)

Whistle/flashlight/key chains

Fleece vests

Cardholders and bags

Meeting Ground Rules

Be on time; start meeting on time
Don't yourself or others down
No interrupting others, back talk or sidebars
Participate
Agree to disagree
Notification if not attending
Fragrance free-please
Humor is encouraged
Share, but be concise
Come prepared
What's discussed here – stays here
Respect and support decisions of the Committee
Respect others opinion
Take ownership of what you say
Silence cell phones and pagers

Meeting Expectations

Be on time
Volunteer/commit realistically
Circulate. Spread out and meet new members
Notification if not attending
Expectations of goals/outcome based agenda
Time valuable/make good use of time/shorter meetings
Figure out better seating/room configuration
Personal sharing time
Knowledge of all the agencies/share at meetings